



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Work Support Programs

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
Policy Analysis & Program Implementation Unit
Work Programs Section

BWSP OPERATIONS MEMO

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Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: High

SUBJECT: **WORKFORCE ATTACHMENT & ADVANCEMENT (WAA) SERVICE
GUIDELINES**

CROSS REFERENCE: BWSP Operations Memo 00-84
WAA Program Guide, Section 6.3

EFFECTIVE DATE: IMMEDIATELY

NOTE: Agencies are required to share this information with WAA subcontracted agencies.

PURPOSE

This memo informs agencies of a policy change for WAA that requires agencies to cease providing financial literacy education through WAA. The memo also instructs agencies on the corrections to the WAA Program Guide that result from this policy change.

POLICY CHANGE

DWD has determined that financial literacy education services are not allowable under the WAA Program.

Agencies who have included financial literacy education as a component of their WAA program must stop providing these services.

Agencies who have included financial literacy education services in their plans are to submit a plan modification no later than thirty (30) days from the date of this memo. Submit any

modifications to your DWD representative. For Track 1, the representative is the DES Area Administrator, and for Track 2, this is the DWE Local Program Liaison.

WAA PROGRAM GUIDE

This policy change affects language in the WAA Program Guide, which serves as the policy manual for this program. The Guide has been revised to remove sub-section 6.3, "Financial Literacy Education." Sub-section 6.3 of the Guide is now obsolete, as is the reference to this sub-section in the Table of Contents. The electronic copy of the WAA Guide, located on the WAA web site, includes these corrections. Agencies and workers who have a paper copy of the guide are to manually delete sub-section 6.3, "Financial Literacy Education," and the reference to 6.3 in the Table of Contents.

OTHER CORRECTIONS

Since the publication of the WAA Program Guide, staff have discovered two errors in the Guide. These are the corrections:

- Page 17, 8.3.4 Construction Costs: remove the phrase, "Per TANF regulations." The restriction on the use of WAA funds for remodeling is a WAA program policy, not a TANF regulation. The restriction on construction and acquisition of property is a TANF regulation.
- Page 29, 14. Fiscal Management: remove the sentence, "Information technology costs will be included in the administration limit." Information technology costs should be charged in the appropriate program cost category and are not limited to the administration category.

These changes have been made in the electronic copy of the WAA Program Guide. Make these corrections manually in your paper copies of the WAA Program Guide.

OBTAINING THE WAA PROGRAM GUIDE

The WAA Program Guide can be obtained in electronic copy from the WAA web site: www.dwd.state.wi.us/waa, in the Program Overview section.

DWD has limited hard copies of the Guide still available; these copies have been corrected to reflect the above changes. To request a copy, please contact Michael Sweet via e-mail: sweetmi@dwd.state.wi.us.